

M.A. IN APPLIED SOCIOLOGY
OLD DOMINION UNIVERSITY/NORFOLK STATE UNIVERSITY
GRADUATE STUDENT HANDBOOK
2005-2006

Revised August 2005

TABLE OF CONTENTS

Contents	Page
STATEMENT OF PURPOSE	1
GRADUATE PROGRAM DIRECTORS	2
GRADUATE PROGRAM WORLD WIDE WEB HOME PAGE	2
ADVISING AND REGISTRATION	3
TUITION AND ASSISTANTSHIPS	3
FACULTY-GRADUATE ASSISTANT RELATIONSHIP	4
ID CARDS	5
LIBRARY SERVICES	7
PARKING & TRANSPORTATION	7
INSURANCE	8
IMMUNIZATION	8
CAMPUS SECURITY	9
STUDENTS IN GOOD STANDING	9
HONOR SOCIETIES	9
CHANGE OF STATUS	10
VALIDATION OF COURSE CREDIT	10
REQUIREMENTS FOR THE MASTER'S DEGREE	11
SOCIOLOGY TRACK	11
CRIMINAL JUSTICE TRACK	11
WOMEN'S STUDIES TRACK	11
THESIS PROCESS - ESSENTIAL STEPS	13
THESIS COMMITTEE	13
THESIS REQUIREMENTS	14
GRADUATION	18
GENERAL APPEALS PROCEDURES	19
STUDENT REPRESENTATIVE	19
ODU HONOR SYSTEM	19
POLICY STATEMENT	20
FACULTY	21
COURSES	22
FORMS	30
APPENDIX A - ODU/NSU Departmental Directories	31

STATEMENT OF PURPOSE

The Master of Arts in Applied Sociology is offered jointly by the Department of Sociology and Criminal Justice, Old Dominion University (ODU), and the Department of Sociology, Norfolk State University (NSU). The goal of the program is to provide students with professional training in order to obtain employment in federal, state and local government agencies or in private-sector organizations. In addition, the M.A. program provides academic training in the fundamentals of sociology for those students wishing to pursue a Ph.D. in the social sciences.

This handbook is designed to specify the requirements and procedures to be followed by faculty and students in the graduate program. **All students are responsible for knowing and following the regulations set forth in the Old Dominion University Catalog as well as in this handbook.** Any matters not covered in the handbook should be discussed with one of the Graduate Program Directors for appropriate action.

GRADUATE PROGRAM DIRECTORS

Each department (at ODU and NSU) has a Graduate Program Director (GPD) who is responsible for overseeing the administration of the graduate program. This year, Dr. Gainey is the GPD at ODU and Dr. Agyei is the GPD at Norfolk State. The GPDs are members of a joint ODU/NSU graduate committee that is responsible for setting policy for the graduate program (which is then carried out by the GPDs). The responsibilities of the GPDs are spelled out in greater detail below, but students are free to consult with a GPD on any matter concerning the graduate program. Since Old Dominion University is the school of record for the program, all forms and procedures must be those required by ODU. Required forms are available in the back of this handbook and from the GPDs.

OLD DOMINION UNIVERSITY

Department of Sociology and Criminal Justice
Dr. Mona Danner
 MDanner@odu.edu
 Batten Arts and Letters Bldg., Rm 934
 VA 23529-0090
 (757) 683-5931

NORFOLK STATE UNIVERSITY

Department of Sociology
Dr. Judi Caron-Sheppard
 jsheppard@nsu.edu
 2401 Corprew Avenue, Brown Bldg., Norfolk,
 Norfolk, VA 23504
 (757) 823-8023

GRADUATE PROGRAM HOME PAGE

Announcements and relevant information about the program are posted on the Graduate Program World Wide Web Page. To access this page directly use the following:

<http://www.odu.edu/al/soc-cj/grad/index.html>

The website is undergoing some changes, but the following may also work: To access the web page via 'web.odu.edu', click on the following icons: Academics and Research, College of Arts and Letters, Department of Sociology, Graduate Program.

Or at web.odu.edu use the search engine with the term SOCIOLOGY.

ADVISING AND REGISTRATION

Throughout the student's graduate study, the student's advisor will be the ODU GPD. The GPD will serve to acquaint the student with the various procedures and requirements necessary for degree completion, as well as assist the student in planning specific course loads and course selections.

All students who have been admitted in either regular or provisional status to graduate degree programs are required to be advised by the ODU GPD. After advising the student, the GPD will release the student's computer registration block thus allowing the student to register with the registrar's office either in person or by using LEO online. In some cases, a signed **ODU Registration Form** will be required when registering for classes. The ODU Registration Forms may be obtained from the ODU Office of the University Registrar, Graduate Program Director, or other designated graduate faculty representatives. Students should meet with the GPD to discuss their programs of study and to schedule appropriate courses in advance of registration whenever possible. Students should consult the Registration Information and Schedule of Classes issued by the Office of the Registrar (and available online) each semester for the most current advising and registration policies. Students taking courses at NSU will register for them through ODU using the ODU registration form and a **Joint Graduate Program Student Registration Form**. The form is usually completed during advising and requires the signature of the ODU GPD, the student, and the ODU Registrar. After the **Joint Graduate Program Student Registration Form** has been completed it must be taken to the NSU Office of the Registrar and signed by the ODU Registrar. Afterwards, the form must be taken to the ODU's Registrar's office located in the Wilson Administration Building to be signed and verified. Copies will be made for NSU and the student.

TUITION AND ASSISTANTSHIPS

Graduate tuition (2005-2006) for a full-time student is approximately \$4,734 a year for In-State students (\$263.00 per credit hour), and approximately \$11,898 a year for Out-of-State students (\$661.00 per credit hour). Students may enroll in the program on a full-time or part-time basis. Students must be full-time and registered for 9 credit hours to be eligible to receive assistantship support. To apply, submit an **Application for Graduate Financial Assistance** (available from the ODU Office of Admissions) to the ODU GPD no later than **February 15th**.

Full-time graduate assistants are considered In-State students for tuition purposes. Out-of-state graduate assistants may be eligible for a **Graduate Tuition Unfunded Scholarship** and should consult the GPD at ODU.

The Department of Sociology and Criminal Justice at ODU supports several teaching assistantship (TA) and research assistantship (RA) positions. The Department of Sociology at

NSU has limited money available for tuition support. Let the GPD at NSU and ODU know in writing if you would like to compete for these funds. Please give a brief justification of why you wish to be considered.

In return for the financial support, graduate students work between 10 and 20 hours per week for faculty members depending on the assistantship awarded. Assistants work from the beginning of each semester through exam week. Along with the faculty, they enjoy a break at Thanksgiving, Christmas, and Spring Break.

Funding is competitive, but we try to fund students who are in good standing for the full two year period. All graduate assistants will be evaluated by the graduate committee at the end of the first year to assess whether or not a student is in good standing. To determine whether or not a student is in good standing the committee may consider the number of incompletes a student acquires, grade point average, and performance of TA or RA duties. If the committee finds that a student is not in good standing, the GPD will not recommend continued funding (in the department). Generally, continuing students with a B- or lower in a required course, students with Incompletes, or students with less than 3.00 GPA overall will not receive funding for the second year.

Students interested in other forms of financial aid such as loans or need-based work study should contact the ODU Office of Student Financial Aid, 121 Rollins Hall or call (757) 683-3683. Students may also arrange a payment plan for tuition by completing an **ODU Payment Plan Agreement**. This form may be obtained at the ODU Office of Student Financial Aid.

FACULTY-GRADUATE ASSISTANT RELATIONSHIP

It is assumed that the relationship between faculty and graduate students is collegial in nature. As such, every effort should be made by the parties to accommodate one another's professional needs and work routines. Nonetheless, below are some guidelines to be followed in structuring the relationship between faculty and graduate students:

1. The primary purpose of an assistantship should be to attract and support good students who are committed to their development as social scientists and to the maintenance of a high quality educational program.
2. In meeting the needs of graduate students, an element of reciprocity should exist, in that the tasks performed by the graduate assistant should not be viewed as a source of cheap labor but as an apprenticeship period providing a learning experience.
3. All duties required of the graduate assistant by the professor, including but not limited to lecture attendance and so on, should count toward the hours associated with each assistantship.

4. A graduate assistant's preference for a professor or instructor will be given fair consideration provided the request is made in writing to the GPD in the institution of appointment prior to the placement.
5. Graduate assistants will be given access to services, facilities, and supplies for the performance of their graduate assistant duties. When a professor requires extra materials or special equipment, the department or professor will provide such materials.
6. Graduate assistant activities are under no circumstances to conflict with normal classes of the graduate student.
7. As a general policy, weekly hours that are not used by the professor **can not** accumulate for later use except in unusual circumstances. Informal agreements between faculty and students are, of course, possible. Faculty members who are sharing a graduate assistant (e.g., 10 hours a week each) cannot exchange hours. In other words, students are only required to work their 10 hours with the assigned faculty member. If the faculty member does not have enough work for the student in a particular week, their hours will **not** be distributed to other faculty or accumulated for later use.
8. Graduate assistants may occasionally be asked by the GPD to help proctor exams or cover classes for out-of-town professors. The time spent doing this will be counted in the regular work week.
9. Graduate assistants work only when school is in session (including exam week). They do not work during semester break, spring break, or any holiday unless classes are being held.

ID CARDS

Student I.D. cards are required for the use of many University services and facilities. All Old Dominion University students **who have registered** for one or more credit hours may have their I.D. cards made between 9 a.m. and 6 p.m. Monday through Thursday and between 9 a.m. and 5 p.m. on Friday at the Campus Information Center in Webb Center. **ID Cards will be available at the university card center 1110 Webb Center.** Positive proof of identification is required (picture driver's license, military ID, passport, etc.) The initial I.D. is free and need not be replaced each semester. Replacement I.D. cards are \$10.00 each. For more details call 683-3508 or check the website at www.odu.edu/af/cardcenter.

Your picture I.D. shall also serve as your library card, sporting events, athletic facilities, and other things. Students who wish to obtain an NSU library card must fill out a **Virginia Tidewater Consortium (VTC) Borrower's Application** at the ODU library. VTC cards are issued to students with no overdue books, outstanding debts to the library, the university or other

VTC institutions. After completing this form the ODU library will issue you a card which you will take to the NSU library. The NSU library will then register you in their system allowing you to use their library. VTC cards may also be used at other Consortium institutions. **VTC cards must be renewed each semester.**

LIBRARY SERVICES

The Perry Library (www.lib.odu.edu) offers an array of excellent services to support the research and educational activities of ODU students including online library forms, reserve materials, and interlibrary loans. Some services require a personal identification number (PIN). Starting with the Fall 2000 semester, the library has been using e-mail to notify users of holds, recalls, renewals, fines, fees, etc. Paper notices were discontinued as of January 8, 2001. **After that date, all notices will be sent by e-mail to ODU assigned e-mail addresses.** Circulation Services has a new e-mail address that will allow users to contact circulation staff to request a renewal, report a change of address, or to ask questions. The e-mail address is circ1@libstaff.lib.odu.edu. Interlibrary Loan Services now provides electronic delivery of some photocopied Interlibrary Loan requests. To take advantage of these services users must have a valid e-mail account and Adobe Acrobat reader. For more information, call the reference desk (683-4178) or visit the library home page for more information.

PARKING & TRANSPORTATION

All vehicles parked in University parking facilities must display a valid parking permit. Students, faculty and staff are required to purchase permits. Permits may be obtained at the Old Dominion University Parking Services (683-4004) located at 43rd Street and Elkhorn Avenue. University motor vehicle regulations are enforced year round except as noted in the ODU Motor Vehicle Regulations Manual. Permit regulations are enforced from midnight Sunday until 5:00 p.m. Friday. Evening permits are available for purchase by students attending classes after 3:45 p.m., evening permits are not valid for daytime parking.

Graduate students participating in the joint program between ODU/NSU need only obtain the ODU parking permit which is valid in both locations. The purchase of a NSU parking permit may **NOT** be used in place of an ODU parking permit.

The current permit fees for 2000-2001 for ODU are as follows:

Day & Evening permit \$68.00 each semester or \$129.00 for Fall and Spring combined. After classes start this is raised to \$136.00.

Evening permit \$24.00 each semester or \$46.00 for Fall and Spring combined if before school starts and 48.00 after school starts.

Daily permit \$2.00 each day.

ODU also offers both on-campus and off-campus shuttles. For more information contact Parking and Transportation services.

INSURANCE

ODU recommends that all students have adequate health insurance. For more information visit or call Student Health Services located in Room 1007 Webb Center (683-3132). Effective August 2004, ODU no longer sponsors a group student's health insurance. **International Students in F-1, F-2, J-1, or J-2 Immigration status must carry health insurance for themselves and all dependents in F-2 or J-2 status.** For more information contact the Dragas International Center at 683-4756.

IMMUNIZATION

State law requires that documentation of immunizations and a health history be submitted for full-time students enrolling for the first time in any four-year institution of higher education in the Commonwealth of Virginia. Students who have not submitted documentation to the Student Health Center will be notified and will not be permitted to register until verification is provided. All entering full time students are required to complete a TB risk assessment on their health history form. If a student is determined to be part of an "at-risk" population for TB, they must present the results of their tuberculosis skin test within two months prior to matriculation at ODU. Students should be aware that the second measles or MMR injection is now required, a Tetanus-Diphtheria booster within the last ten years, and a TB skin test (PPD), or chest x-ray within six months. **This applies to all students; previous registration at another institution does not waive this requirement.** For more information call the Student Health Center at 683-3132.

CAMPUS SECURITY

The ODU Department of Public Safety offers a Patrol Escort Service between the hours of 5:30 p.m. to 12:00 a.m. seven days a week. Their telephone number is 683-3477 or you can call from a campus emergency phone or campus call box. Norfolk State University Patrol Escort Service hours are from 6:30 p.m. to 10:00 p.m. seven days a week. Their telephone number is 823-9492. Students are advised to take reasonable precautions when on either campus, especially when taking night classes. The ODU Department of Public Safety also offers a safe ride to and from destinations within the ODU/Norfolk Police concurrent jurisdiction. The courtesy car service is available Thursday through Sunday, from 8:30 p.m. to 3:00 a.m. The ODU police email is police@odu.edu.

STUDENTS IN GOOD STANDING

Each student must maintain a cumulative GPA of at least 3.0. Each of the core courses must also be completed with a grade of B (3.0) or better. The core courses can be taken a maximum of two times. Students who receive a grade of B- or lower in a core course twice will be dropped from the program. Instructors may issue a grade of “I” for work not completed on time. Incomplete grades must be completed within one semester. **Students with more than 6 hours of incompletes will not be allowed to register for courses until the incompletes are resolved.**

Students may take courses on a part-time or a full-time basis. Full-time status will be given to students taking 9 credit hours in a given semester. Students must complete all requirements for the M.A. degree within six years of beginning the program. Students who take longer than six years must seek validation for out of date credit (See Validation of Course Credit discussed below). Students must be enrolled in the semester(s) during which their thesis is approved and they officially graduate. **Students who have completed their course work and (6) thesis hours but not their thesis must also register and pay tuition for one hour of SOC 999 each semester until the thesis is completed.**

HONOR SOCIETIES

The Department of Sociology and Criminal Justice at ODU has chapters of *Alpha Kappa Delta* (The International Sociological Honor Society) and *Alpha Phi Sigma* (The National Criminal Justice Honor Society). The minimum eligibility requirements for both honor societies are as follows: (1) You must have been officially admitted to the program (cannot have provisional standing); (2) You must have completed 9 graduate hours in sociology; (3) You must have a 3.5 GPA or higher in graduate courses; and (4) you must be registered for the upcoming semester. The only exception is that *Alpha Phi Sigma* candidates must have indicated their intent to finish the Criminal Justice certificate to the GPD in writing prior to submitting their nomination. There will be a call for self-nominations at least once a year by the designated faculty advisor.

CHANGE OF STATUS

Students accepted as provisional students must request that a **Notice of Change of Status Form** be completed by the ODU GPD upon successful completion of any prerequisites or contingencies. Students who take classes as a non-degree student must make a formal application to be considered for entry into the M.A. program and request an **Evaluation of Internal/External Transfer Credits**. If accepted into the degree program, no more than 12 graduate credits taken as a non-degree student may be counted toward the degree. There is no guarantee that credits taken as a non-degree student will count toward the degree. Non-degree students must have permission from the GPD before registering for classes.

VALIDATION OF COURSE CREDIT

Students who have completed course work taken more than six years ago and are seeking credit for previous classes are responsible for obtaining **Validation for Out-of-Date Credit** at ODU. To do this, a student should consult with the GPDs and faculty member who taught the class(es) and discuss how validation of credit will take place. The faculty member may decide that too much time has passed to validate the old course credit and the student must take the class over. Or the faculty member may choose to give the student a written exam, an oral exam, or require a research paper or project. If the faculty member who taught the class(es) is no longer on staff, then the student should submit the request for course validation to the GPD. The GPD, in consultation with the graduate committee, will forward the request for course validation to the appropriate faculty member. This faculty person along with the student may discuss how to validate old course credits. Students should request an appointment with the GPD to discuss the validation process.

REQUIREMENTS FOR THE MASTER'S DEGREE

The requirements for a Master of Arts degree in Applied Sociology are outlined below. All students must complete these requirements before a degree can be granted. *Students must complete a minimum of 36 credit hours in courses numbered 500 or above, with the following conditions and/or exceptions:*

- A. Of the 36 credit hours, only nine hours may be in 500 level courses. Students may petition the graduate committee (through the GPD) to waive this requirement if it can be shown that additional 500 level courses will be beneficial to their academic program. If a course was taken at the 400 level, it cannot be repeated at the 500 level for graduate credit.
- B. A student may apply a maximum of 6 hours of graduate level credits from other institutions or programs toward the credit requirements for the M.A. degree. Thus, at least 30 hours of credits must be taken at ODU/NSU. If the transfer credits were taken while an undergraduate, none of the credits must have counted toward the fulfillment of any undergraduate degree requirements. All requests for approval of transfer graduate credits must be made in writing to the GPD who submits an **Evaluation of Internal/External Transfer Credits** to the ODU Registrar.
- C. A maximum of 6 hours of graduate-level credits may be taken in disciplines other than sociology, criminal justice, or women's studies and only with the approval of the GPD. Students must consult with the GPD before taking courses in another discipline.

- D. Students should attempt to divide the courses taken at ODU/NSU equitably between the two departments as closely as scheduling of courses permits.
- E. Of the 36 credit hours required for the M.A. degree, 15 hours must be used to satisfy the core course requirements: SOC 610 Applied Social Research Methods, SOC 620 Proseminar in Sociological Theory, SOC 630 Applied Social Statistics, SOC 640 Sociological Applications in Computer and Data Analysis, and SOC 650 Research Seminar.
- F. Students must register for 6 hours of thesis credit before defending their thesis (3 hours at ODU, 3 hours at NSU). No student may register for thesis credits without the approval of the GPD. You may enroll for all six hours of thesis credits during your last semester. Students must present a thesis proposal to and have it approved by their thesis committee. Students must successfully write and orally defend a thesis.
- G. All course work must be completed with a cumulative GPA of at least a 3.0. Each of the core courses must be completed with a grade of B (3.0) or better.

SOCIOLOGY TRACK

Students who so wish may obtain an M.A. in Applied Sociology with a concentration in Sociology. Students in the Sociology track must complete the following requirements (in addition to the core requirements listed above):

1. Five elective courses in Sociology. Requests for any substitutions must be made in writing and approved by the GPD.

CRIMINAL JUSTICE TRACK

Students who so wish may obtain an M.A. in Applied Sociology with a concentration in Criminal Justice. Students who complete this concentration will be awarded a Criminal Justice Certificate upon completion of the M.A. degree. Students in the Criminal Justice track must complete the following requirements (in addition to the core requirements listed above):

1. CRJS 625 *Administration of Criminal Justice* (generally offered in the spring)
2. Four elective courses in Criminal Justice.
3. Notify the ODU GPD in writing of your desire to earn a certificate in Criminal Justice.

WOMEN'S STUDIES TRACK

The following is being reviewed and is subject to change. See the GPD if interested in this track..

Students who so wish may obtain an M.A. in Applied Sociology with a concentration in Women's Studies. Students who complete this concentration will be awarded a Women's Studies Certificate upon completion of the M.A. degree. Students in the Women's Studies track must complete the following requirements (in addition to the core requirements listed above):

1. WMST 560 *Feminist Thought* (offered once annually)
2. WMST 570 Women's Ways of Knowing, Ways of Knowing Women (offered once annually).
3. At least 9 additional credits that are approved Women's Studies courses. A maximum of two courses may be taken in any one discipline. Graduate courses in Women's Studies, Criminal Justice and Sociology are acceptable (Criminal Justice and Sociology are considered two separate disciplines).
4. The ODU GPD must be notified in writing of a student's desire to earn a Women's Studies Certificate.

THESIS PROCESS - ESSENTIAL STEPS

1. Select a Committee
2. Prepare a prospectus (proposal)
3. Defend the prospectus and receive approval from one's Committee
4. Completion of Graduate Form 7 by you and your Chair (check Thesis Prospectus)
5. Complete thesis
6. Successfully complete Oral Defense of Thesis
7. Completion of Graduate Form 7 by you and your Chair (check Oral Exam)
8. Format thesis in accordance with the latest ODU *Guide on Theses and Dissertations* and the MA in Applied Sociology *Manuscript Preparation Guide*
9. Submit the thesis to the Chair and get approval
10. Submit approved thesis and Chair's Submission Form to the GPD for approval
11. Make corrections and revisions
12. Resubmit to the GPD
13. GPD submits approved thesis to the Arts and Letters Dean's Office by the required date
14. Make corrections and revisions
15. Resubmit to the GPD
16. GPD resubmits to the Dean's Office

17. Make final corrections and revisions
18. Obtain and Complete Graduate Form 6 (Thesis Processing Form)
19. Obtain and Complete Graduate Form 11 (Thesis/Dissertation Delivery Form)
20. Turn in the appropriate number of copies on the required paper with all required forms to the Office of Student Records by the required date

THESIS COMMITTEE

- A. After completion of **18 semester hours** of graduate credits at ODU/NSU, students must have selected a thesis committee. One member of the committee will be designated as the chair and will then serve as the student's advisor in preparation of a master's thesis. The remainder of the thesis committee will provide assistance in formulation and writing the master's thesis. The committee must be **composed of no fewer than three and no more than five persons**. *The first three members of a thesis committee must be from the two participating departments, with at least one member from each university.* Additional members of the thesis committee may be selected from either the participating or outside departments at either university.
- B. Students must notify the ODU graduate program director of the selections for their thesis committees using the **Thesis Advisory Committee** form (Graduate Form 20). The form needs to be turned into the ODU GPD to be put in the student's file. Changes in the thesis committee are permitted, but such changes must be made using the **Request for Change in Thesis Advisory Committee** form (Graduate Form 21).
- C. The thesis committee is responsible for guiding and evaluating the student's thesis proposal and thesis. No student can have a thesis proposal or thesis approved without having convened a committee. Students may not enroll for thesis credits until their thesis committee has been formed.

THESIS REQUIREMENTS

All students must enroll for six hours of thesis credit (3 at NSU and 3 at ODU) and write a thesis. Students should consult with their thesis committee members when planning a thesis.

- A. **PROPOSAL** - The first step in any thesis is to draft a thesis proposal. This generally takes place during the Research Seminar Course (SOC 650) in the fall of the student's second year. The thesis proposal must be submitted to members of the student's thesis committee **at least two weeks before scheduling a meeting of the committee** to consider the proposal.
- B. **PROPOSAL DEFENSE** - Students must schedule a hearing with their thesis committee to gain approval of their proposals. The thesis committee **must approve** the proposal

before thesis research can begin. Once a proposal has been approved, the student and thesis committee chairperson must notify the GPD and complete the **Result of Master's Degree Examination or Requirement** form (Graduate Form 7). An approved proposal represents a contract between a student and their committee. If the prospectus is not approved unanimously, a second prospectus hearing must be scheduled.

- C. **HUMAN SUBJECTS APPROVAL** - If a project involves data gathered on human subjects, students must check with the ODU GPD in order to obtain information about satisfying human subjects' review criteria. No research involving human subjects may begin until approval has been obtained. (Refer to the *Manuscript Preparation Guide* for further details.)
- D. **THESIS FORMAT** - Students must follow the *ODU Guide for Preparation of Theses and Dissertations* and the MA in Applied Sociology *Manuscript Preparation Guide*. Students in our program use the manuscript style of the American Sociological Association (see the *Manuscript Preparation Guide*). This format can be found in articles published in the *American Sociological Review* (because of recent changes in format do not use information published prior to late 1994). You can also obtain the newly released *ASA Style Guide*. (Note: Some of the ASA style requirements conflict with those of ODU. If in doubt, consult with your thesis committee chair or the GPD. Usually, the ODU guidelines take precedent over ASA style. When using the ODU guidelines, the text takes precedent over illustrations.) For a listing of specific requirements for this program, please see the *Manuscript Preparation Guide*.
- E. **ORAL DEFENSE OF THESIS** - Once a student has completed the thesis, a final oral defense must be scheduled. Graduate Form 23 (**Request for Permission to Take the Master's Examination** form) should be completed and submitted to the ODU GPD prior to the defense. This examination **will be open to the public and must be scheduled and advertise in the department at least two weeks prior to the defense. Announcement of the oral examination must be given to thesis committee members and the GPDs.** The student must also post at least one announcement of the thesis defense near the Department Mail Room (BAL 741). The Oral Defense of Thesis must be approved unanimously by the thesis committee members. The thesis chairperson must complete and submit the **Result of Master's Degree Examination or Requirement** form (Graduate Form 7) by checking Oral Comprehensive Examination, signing and dating the form.
- F. **SECOND ORAL DEFENSE** - Students who fail their oral examination may schedule a second oral examination no sooner than three weeks following the first thesis defense. Any student failing a second thesis defense will be dropped from the program.

- G. **REVISIONS** - Immediately following the examination, the chairperson of the thesis committee shall communicate the results to the student. In some cases, further revision of the thesis may be required by the committee. **Students should submit the final draft of the thesis/dissertation to their advisor well before the end-of-semester deadline so that s/he can make a thorough check for the most common errors--margins, spacing, footnotes, and references.** When the thesis has been corrected and formatted, the **Chair's Submission Form and Thesis/Dissertation Acceptance and Processing** form should be transmitted to the GPD, together with the thesis, for review and approval six weeks prior to the end of the semester. The dean of the college shall review the thesis for compliance with the general regulations on preparation and return it for correction if necessary. The student should not make final copies of the thesis until it has been reviewed and approved by the dean.
- H. **PROCEDURES FOR SUBMITTING THESES TO DEAN'S OFFICE** - It is the responsibility of the student and the thesis chairperson to make sure that the manuscript is submitted in a timely fashion and conforms to the requirements of the *ODU Thesis/Dissertation Guide* and the style manual used in the student's program. The *thesis* must be submitted to the Associate Dean's secretary (BAL 933) by the Graduate Program Director (not the student) **four weeks prior to the last day of classes of the semester (See the 2000-2001 Manuscript Preparation Guide for the exact date).** It should be printed on ordinary bond paper (not special thesis/dissertation paper); it should be clean, with no markings (any corrections requested by the GPD must be made before the document is submitted to the Dean) and it must be in compliance with **all** the requirements of the *ODU Thesis/Dissertation Guide* and the style manual used in the student's program. (NOTE: Students should NOT use old theses and dissertations as guides.) Students with questions that are not addressed in the thesis/dissertation *Guide* should contact, first, their chairperson, and second, the GPD. The *thesis* should be accompanied by a **copy** of Graduate Form 7 (**Result of Master's Degree Examination or Requirement**) showing that the student has passed the orals. **No other forms should accompany the thesis.** The thesis/dissertation will be returned to the GPD as soon as possible and not less than two weeks prior to the last day of classes. **Students MUST NOT call the Dean's office to ask when the thesis/dissertation will be ready.** Once the checked thesis/dissertation has been returned, however, students may call the Associate Dean's secretary or the GPD to discuss any changes and/or corrections that need to be made before the final copy is printed on the special thesis/dissertation paper.
1. In the Dean's office the thesis/dissertation will be checked for conformity with the most recent version of the *ODU Guide for Preparation of Theses and Dissertations*. The *Guide* is located on the web at:
www.odu.edu/ao/affairs/graduatestudies/gradthesis.htm.

The student should print a copy from the web; the university no longer supplies printed copies. The last page of the *Guide* lists the items that will be checked in the Dean's office; the thesis/dissertation must conform to the requirements of the university before it will be approved by the Dean.

2. In the Dean's office the following will be checked for conformity with the style manual required by the program:
 - a. Citation of Sources (footnotes, endnotes, parenthetical references)
 - b. References/Works Cited
3. In the Dean's office the following will be read:
 - a. All preliminary pages
 - b. Selected pages of text at random
 - c. All footnotes
 - d. References/Works Cited

If significant errors or a number of small errors are found, the thesis/dissertation will be returned immediately and the process will begin again. In such a case, the student's graduation date could be delayed. No later than one week prior to the last day of classes of the semester, the student will submit to the GPD a final, error free copy of the thesis, printed on the 100% bond thesis/dissertation paper. The GPD will submit the thesis/dissertation and Graduate Form 6 (**Thesis/Dissertation Acceptance and Processing**), complete except for the Dean's signature, to the Dean's office. No other forms should be submitted. The thesis/dissertation will be checked to make sure that all requested corrections have been made and will be returned to the GPD with Form 6, signed by the Dean. Procedures for submitting the thesis/dissertation to the Registrar's office are outlined in the *Thesis/Dissertation Guide*, and are not available from the Dean's office.

- I. **COPIES OF THESIS** - A final, approved, unbound, error-free original (on special paper - see *Guidelines for Preparation of Theses and Dissertations*) and four copies (at least 25% cotton rag paper) of **the thesis must be received by the Office of Student Records no later than the day prior to the beginning of the final examination period; that is, the last day of classes of the semester in which the degree will be taken.** The completed document, approved by the dean, and copies should be accompanied by the following forms: **Binding Fee Receipt, Thesis/Dissertation Acceptance and Processing, Result of Master's Degree Examination or Requirement, and Thesis/Dissertation Delivery.** If the student wishes to have copies bound for themselves, they must make copies (25% cotton rag paper) and deliver them in addition to the required copies of the thesis to the registrar's office. In addition to those turned into ODU, 3 copies must be bound for NSU. We suggest Long Book Binders, 28th and Monticello, 623-4244. The cost is approximately \$20.00 for each and it takes two to three weeks to do the binding. The three copies for NSU should be bound in green with gold

lettering on the front cover and on the spine. The three bound copies should be turned into the NSU GPD for distribution.

GRADUATION

In the semester before planned graduation (see schedule of classes for deadlines), students must submit a **Graduate Degree Application** to the Registrar's Office at ODU. **Students may participate in graduation ceremonies if they have completed ALL requirements AND if they have successfully DEFENDED their thesis by the day of the Commencement Ceremony.** Students may attend graduation ceremonies at either or both institutions. Let the Administrative Assistant to the Associate Deans (Angela Riddick 683-4338, BAL Room 933) know if you want to attend the ODU ceremony. Notify Ms. Laurie Carpenter in the NSU Dean of Graduate Studies Office (823-8015, Room 201) if you want to attend the NSU ceremony.

GENERAL APPEALS PROCEDURES

A graduate student may initiate formal appeals proceedings on decisions that alter their program status. Procedures for appeal are as follows:

1. The student will consult with their program committee chair and then submit a letter of appeal **within two weeks of the event in question**. This letter must clearly state the grounds for the appeal (e.g., answer correctness, irregularities of procedure, extenuating circumstances, personal prejudice) and make a specific change request (e.g., nullify, reverse, or modify the decision).
2. The GPDs will transmit copies of the letter to the department head, graduate committee, and the student's file.
3. The department head will appoint a three-member ad hoc review committee consisting of faculty members not previously involved in the situation in question.
4. The ad hoc review committee will gather relevant information, interview the necessary people, and make a recommendation regarding the student's appeal and report to the department head as expeditiously as possible. The department head will render the final decision.
5. The department head's decision will be conveyed to the student in writing. Copies of the letter will be transmitted to the GPDs, the student's thesis chair, graduate committee, and the student's file.

STUDENT REPRESENTATIVE

Students may elect a student representative to serve as a member of the joint ODU/NSU graduate committee. The student representative will be elected on an annual basis (usually in the fall) and will serve from the beginning to the end of each academic year. The student representative will be a voting member of the joint committee except on issues dealing with individual students (e.g., admission decisions).

ODU HONOR SYSTEM

The honor system at ODU is based on individual integrity. This system assumes that every student will accept his or her role in the University community with a feeling of self-respect and duty. Lying, cheating, and plagiarizing all constitute violations of the Honor System. The Honor Pledge states:

"I pledge to support the Honor System of ODU. I will refrain from any form of academic dishonesty or deception, such as cheating or plagiarism. I am aware that as a member of the academic community it is my responsibility to turn in all suspected violators of the Honor Code. I will report to a hearing if summoned."

Since each student signs an Honor Pledge when registering for courses at the University, it follows that each piece of work submitted by a student must be his or her own work, or prepared under conditions specified by the faculty member in charge of the course. Suspected violations of the Honor Code may be reported to either the Honor Council at 683-4350, or the Associate Vice President for Student Services, Dr. Kaye Wallace at 683-5715, 2008 Webb Center.

POLICY STATEMENT

It is the policy of Old Dominion University to provide equal employment and education opportunities for all persons without regard to race, color, national origin, gender, age, veteran status, disability, political affiliation, or sexual orientation. An integral part of this policy is to administer recruiting, hiring, working conditions, benefits, and privileges of employment, compensation, training, opportunities for advancement including upgrades and promotion, transfer, and termination of employment including layoff and recall for all employees without discrimination because of race, color, religion, national origin, gender, age, veteran status, handicap, political affiliation, or sexual orientation.

Adopted by the Board of Visitors, 1978 (reaffirmed December, 1983) Revised November, 1990.

FACULTY
OLD DOMINION UNIVERSITY

- Carmody, Diane** (Ph.D., University of New Hampshire, 1991; Associate Professor) Family, Violence Against Women, Criminology/Deviance.
- Chappell, Allison** (Ph.D. University of Florida, 2005; Assistant Professor) Community Policing, Police Training, Criminological Theory)
- Danner, Mona** (Ph.D., American University, 1993; Associate Professor) Criminology, Theory, Methodology, Cross-National Research, Social Inequality (Gender, Race/Ethnicity, Class, Nation).
- Gainey, Randy** (Ph.D., University of Washington, 1995; Associate Professor) Quantitative Research Methods, Criminology, Sentencing, Life Course Perspectives on Crime and Deviance.
- Katz, Janet** (Ph.D., SUNY, 1980; Professor, Associate Dean of Arts and Letters) Criminology, Women & Crime, Eugenics.
- Lombardo, Lucien** (Ph.D., SUNY, 1978; Professor) Work, Violence, Correctional Institutions, Criminal Justice Administration, Crime, Society, and the Media.
- Monk-Turner, Elizabeth** (Ph.D., Brandeis, 1982; Professor) Women in the Labor Force, Methods, Education.
- Payne, Brian** (Ph.D., Indiana University of Pennsylvania, 1993; Associate Professor) White Collar Crime, Elder Abuse, Criminal Justice/Delinquency, Substance Abuse.
- Polonko, Karen** (Ph.D., Indiana, 1979; Professor) Feminist Scholarship, Sociology of Children, Human Sexuality, Families.
- Seyfrit, Carole** (Ph.D., University of Maryland, 1984; Professor, Assistant Vice President for Research and Graduate Studies) Environment and Natural Resources, Rural Social Change, Social Psychology.
- Smith, Donald** (Ph.D., Emory, 1972; Associate Professor) Social Psychology, Sociology of Sports Attendance, Courts and Juries, Research Methods.
- Sumter, Melvina** (Ph.D., Florida State, 1999; Assistant Professor) Correctional Institutions & Treatment, Criminal Justice Theory, Religion, Research Methods, Statistics.
- Thompson, Alan** (Ph.D., Sam Houston, 2001, Assistant Professor) Police Practice and policy, Quantitative Methodology, Constitutional Issues in Criminal Justice.
- Time, Victoria** (Ph.D., Indiana University of Pennsylvania, 1997; J.D., George Washington University, 1987; Associate Professor) Public/Criminal Law, Comparative Criminal Justice, Theory.
- Triplett, Ruth** (Ph.D., University of Maryland, 1990; Associate Professor) Juvenile Delinquency, Juvenile Justice, Criminological Theory.
- Wegar, Katarina** (Ph.D., Brandeis University, 1994; Associate Professor) Family, Health and Illness, Qualitative Methodology.
- White, Garland** (Ph.D., Washington, 1970; Associate Professor) Research Methods, Deviance, Criminology, Data Analysis.
- Whitaker, Ingrid** (Ph.D., Michigan, 1996; Associate Professor) Social Organization, Policy Analysis/Public Policy, Children and Youth.
- Yang, Xiushi** (Ph.D., Brown University, 1991; Associate Professor) Demography, Migration, Urbanization, Statistics.

FACULTY
NORFOLK STATE UNIVERSITY

- Agyei, William** (Ph.D., University of Maryland, 1976; Professor) Demography, Fertility and Family Planning, Statistics.
- Eule, Edward** (Ph.D., Howard University, 1980; Professor) Demography, Statistics and Research, Urban Sociology.
- Fischer, Michael** (Ph.D. Criminal Justice, SUNY, 1989, Profesor)*****
- Holmes, Bernadette** (Ph.D. Ohio State, 1985; Professor) *****
- Langley, Curtis** (Ph.D., University of Washington, 1977; Professor) Research Methods, Policy Analysis, Statistics, Urban Affairs.
- Nolan, James A.** (Ph.D., Washington State University, 1974; Professor, Chair,) Deviant Behavior, Methods of Social Research, Victims and Victim Services, Juvenile Delinquency.
- Nonso, Okereafoezeke**, (LLB and BL. from University of Nigeria. Ph.D., Indiana University of Pennsylvania, 1994; Associate Professor). Informal and unofficial methods of control. Multiculturalism, culture and law. Comparative criminology and justice systems.
- Sheppard, Judi Anne Caron** (Ph.D., Ohio State University, 1975; Professor) Environmental Sociology, Social Psychology, Social Stratification, Methodology, Social Problems and Drugs.

REQUIRED COURSES FOR ALL STUDENTS:

SOC 610 - *Applied Social Research Methods*

The application of social science research methods to practical problems. The topics of research design, measurement, scaling, sampling, data collection, and research organization will be taught with reference to issues or reliability, validity and ethical concerns. Prerequisite for SOC 630. (Offered every fall)

SOC 620 - *Proseminar in Sociological Theory*

An examination of classical and contemporary sociological theories about the relations between the individual and society; the way theory shapes and informs the study of social issues; the relationship between theory, research and practice. (Offered every fall)

SOC 630 - *Applied Social Statistics*

Prerequisite: SOC 610. This course is a graduate-level introduction to social statistics as they may be applied to various practical problems. Students will learn the appropriate use of various statistical procedures through discussion and application. (Offered every spring)

SOC 640 - *Sociological Application of Computer and Data Analysis*

Prerequisite: SOC 630. This course is a graduate-level introduction to the use of the computer in problems of data management and analysis. Students will use existing software packages (SPSS, SAS) to build specified data files and carry out various statistical procedures. (Offered every spring)

SOC 650 - *Research Seminar*

Prerequisites: SOC 610, SOC 620, 630 & 640. This seminar integrates the skills needed to complete a master's thesis. Students practice these skills in class assignments and by completing their thesis proposal. (Offered every fall)

SOC 699 - Thesis (ODU) 3 Credits

UAF 699 - Thesis (NSU) 3 Credits

REQUIRED FOR CRIMINAL JUSTICE CERTIFICATE:

CRJS 625 - *The Administration of Criminal Justice*

An analysis of the criminal justice system with an emphasis on the decision-making responsibilities of its officials. (Offered in the spring)

A written statement indicating one's desire to complete the requirements for a certificate in Criminal Justice is required and must be submitted to the GPD.

REQUIRED FOR WOMEN'S STUDIES CERTIFICATE:

WMST 560 - *Feminist Thought*

A study of the renaissance in feminist thought since the 1960's and its impact on the assumptions, theories, and methodologies of a variety of disciplines. (Offered when possible)

A written statement indicating one's desire to complete the requirements for a certificate in Women's Studies is required and must be submitted to the GPD.

OTHER SOCIOLOGY COURSES: (Note: A limited number of 600 level courses will be offered in the fall and spring. Cross-listed 400/500 level courses generally are taught only in summer terms.)

SOC 502 - *Child Welfare*

A study of the historical and social aspects of child care. Among the problems considered are day care, guardianship, foster homes, illegitimacy, adoptions, and institutional care.

SOC 505 - *Social Change and Social Movements*

Analysis of the nature and causes of social change, major social movements, and their impact upon contemporary society.

SOC 521 - *Deviant Behavior*

A study of various definitions and forms of deviant behavior, theoretical explanations of causes of deviant behavior and the impact of deviant behavior on society and the individual.

SOC 523 - *Women, Health, and Healing*

An examination of women's experience with health and illness and women's roles in the health-care system as patients and care providers from a feminist sociological perspective.

SOC 526 - *The Sociology of Minority Groups*

The study of the process of and responses to the oppression of racial, religious, ethnic, and national minorities and a variety of countries within a historical and

comparative perspective. Special emphasis given to American minorities and especially African Americans.

SOC 527 - *Violence Against Women*

A critical analysis of violence against women as an institution of social control. Examines violence in the context of social and political inequality and feminist critique. Issues explored include pornography, prostitution, sexual harassment, incest, battering, and rape.

SOC 530 - *Small Groups*

Theory and techniques of studying small group dynamics in a laboratory, field setting, and a survey of important empirical research.

SOC 538 - *Sociology of Education*

Sociological theory and research investigating contemporary education as a social institution.

SOC 540 - *Sociology of Health and Illness*

The study of social and social-psychological factors related to health, illness, and treatment with a focus on social epidemiology, the medical industry, health, illness, and sick-role behavior.

SOC 541 - *Drugs and Society*

The study of sociological and social psychological explanations of drug-using behaviors and of legal and medical control of drugs, cross-cultural and historical variations in the control and use of drugs, and social epidemiology of drug use in contemporary society.

SOC 546 - *Social Issues Across the Life Cycle*

This course focuses on age stratification across the life course. An analysis of social forces and issues affecting lives at various stages of the life cycle is offered.

SOC 595/695 - *Topics in Sociology*

The advanced study of selected topics designed to permit small groups of qualified students to work on subjects of mutual interest which, due to their specialized nature, may not be offered regularly. Recent topics include:

Violence and the Workplace

Life course Perspectives on Crime and Deviance

Globalization

Demographic techniques

Family Violence

Victim & Victim Services

White Collar Crime

SOC 597/598 - Tutorial Work in Special Topics

Independent reading and study on a topic to be selected under the direction of an instructor. Conferences and papers as appropriate.

SOC 612 - Urban Society in Transition

The dynamics of urban social change including the three broad change process areas of population, ecology, and social organization, complementary secondary problems and processes emanating from such basic change areas; analysis of representative views of the "future city" and the "good city."

SOC 627 - Violence Against Women

A critical analysis of violence against women as an institution of social control. Examines violence in the context of social and political inequality and feminist critique. Issues explored include pornography, prostitution, sexual harassment, incest, battering, and rape.

SOC 644 - Current Feminist Research in Sociology

This seminar addresses the question of what constitutes feminist research. The course begins with a feminist critique of the conventional conceptual and methodological approaches to women and gender in the social sciences. Then the principles of feminist research are applied to the current literature on a substantive subject in the professor's area of specialization.

SOC 677 - Internship in Sociology

Students gain first-hand experience in professional settings which are deemed appropriate given their academic background and career objectives. Students will be required to complete a research project which corresponds to their specific internship placement.

SOC 697/698 - Tutorial Work in Special Topics in Sociology

Independent reading and study on a topic to be selected under the direction of an instructor. Conferences and papers as appropriate.

SOC 740/840 - Demographic Techniques

Basic methods of demographic analysis. Topics include population estimation and projection and the measurement of fertility, mortality, and migration.

OTHER CRIMINAL JUSTICE COURSES: (Note: A limited number of 600 level courses will be offered in the Fall and Spring. Five hundred level courses generally are taught only in summer terms.)

CRJS 501 - Understanding Violence

Examines a variety of forms of violence from criminal homicide, rape, and family violence to terrorism, torture, death squads and the death penalty. Explores the circumstances, rationalizations, patterns, and explanations for violence and our social and political responses to it.

CRJS 510 - Correctional Treatment

Methods and programs which attempt to correct the behavior of juvenile delinquents and adult criminal offenders are explored. Treatment strategies employed in both community and institutional settings are examined. Techniques of classification and the role of the correctional worker are also discussed.

CRJS 521 - *Deviant Behavior*

A study of various definitions and forms of deviant behavior, theoretical explanations of causes of deviant behavior on society and the individual.

CRJS 523 - *Public Policy in Criminal Justice*

A study of the nature, development, and utilization of public policy within agencies of the Criminal Justice System. Topics include policy formulation, constraints on policy makers, influence of constituencies, and the role of research information. Case studies of issues such as crime control, prison overcrowding, police use of deadly force, the death penalty, and parole guidelines will be undertaken.

CRJS 526 - *Criminological Theory*

An in-depth study of the major theoretical issues in criminology. Deals extensively with issues of crime causation.

CRJS 527 - *Violence Against Women*

A critical analysis of violence against women as an institution of social control. Examines violence in the context of social and political inequality and feminist critique. Issues explored include pornography, prostitution, sexual harassment, incest, battering, and rape.

CRJS 541 - *Drugs and Society*

The study of sociological and social psychological explanations of drug-using behaviors and of legal and medical control of drugs. Topics include changes in the legal status of drugs, cross-cultural and historical variations in the control and social epidemiology of drug use in contemporary society.

CRJS 548 - *Women, Sex Discrimination and the Law*

This course introduces students to legal issues which specifically affect women and examines historical attitudes which have been used to justify differential treatment of women. It explores various legal approaches used to achieve equal protection under the law and examines a variety of specific topics such as: the equal protection analysis; Title VII and Title IX and their relationship to sex discrimination; affirmative action; and reproductive freedom.

CRJS 562 - *Substantive Criminal Law*

This course deals with the major substantive concepts involved in American criminal law, including development of criminal law, elements of criminal liability, defenses against criminal responsibility, and descriptions and definitions of specific offenses.

CRJS 575 - *Criminal Justice Systems Around the World*

The study of criminal justice systems around the world in order to understand how criminal behavior is defined and responded to in various cultures. Cultural differences will be high-lighted in order to recognize that definitions of and responses to crimes closely reflect the cultures in which they exist.

CRJS 595/695 - *Topics in Criminal Justice*

The advanced study of selected topics designed to permit small groups of qualified students to work on subjects of mutual interest which, due to their specialized nature, may not be offered regularly.

Recent topics include:

Life Course Perspectives on Crime and Deviance

Violence in the Workplace
 Family violence
 Globalization
 Criminal Justice Systems Around the World
 Criminal Justice & the Law
 White Collar Crime

CRJS 626 - Seminar on Special Problems in Criminal Justice

An opportunity for a small group of graduate students to study in-depth some of the major issues confronting the criminal justice system today.

CRJS 627 - Violence Against Women

A critical analysis of violence against women as an institution of social control. Examines violence in the context of social and political inequality and feminist critique. Issues explored include pornography, prostitution, sexual harassment, incest, battering, and rape.

CRJS 644 - Feminist Research in Criminal Justice

The course provides a feminist analysis of the way women and gender traditionally have been studied in mainstream criminal justice. A minimum of one-third of the course is devoted to a feminist critique of conventional conceptual and methodological approaches to gender relations in the social sciences. Feminist epistemological challenges are used to evaluate current research on selected topics reflecting the specialized and research interest of the faculty who teach the course.

CRJS 661 - Policing

A study of the major issues in law enforcement agencies, personnel, and strategies. Topics focus on the impact of social control on the officers of society.

CRJS 662 - Criminal Justice and the Law

A study of law and its interpretation as it affects the criminal justice system. Includes such issues as the substance of criminal law and the criminal court setting as a social system.

CRJS 663 - Corrections

A study of society's response to crime through its use of institutional and noninstitutional corrections. Topics include inmate culture, correction officer behavior, and community corrections programs.

CRJS 677/678 - Internship in Criminal Justice

Students gain first-hand experience in professional settings which are deemed appropriate given their academic background and career objectives. Students will be required to complete a research project which corresponds to their specific internship placement.

Recent Internships include:

- X Community Corrections
- X Public Defender's Office
- X State Police
- X Victim Advocacy Programs
- X Victim/Witness Program

CRJS 697/698 - Tutorial Work in Special Topics in Criminal Justice

Independent reading and study on a topic to be selected under the direction of an instructor. Conferences and papers as appropriate.

OTHER WOMEN'S STUDIES COURSES:**WMST 595/596 - Topics in Women's Studies**

Advanced seminars on selected topics. The subject matter will usually be interdisciplinary. These seminars will be more fully described in material distributed each semester to each academic advisor.

WMST 597/598 - Tutorial Work in Special Topics in Women's Studies

Independent study of an interdisciplinary women's studies topic, or a reading plus internship project to be selected under the direction of a women's studies faculty member. Conferences and papers as appropriate.

WMST 695/696 - Topics in Women's Studies

Advanced seminars on selected topics. The subject matter will be interdisciplinary. These seminars will be described in the women's studies brochure.

WMST 697/698 - Tutorial Work in Special Topics in Women's Studies

Independent study of an interdisciplinary women's studies topic to be selected under the direction of a women's studies faculty member. Conferences and papers as appropriate.

RECENT COURSES CROSS-LISTED IN WOMEN'S STUDIES:

ENGL 577	Language, Gender, and Power
CRJS/SOC 527	Violence Against Women
WMST 501	Women: A Global Perspective
SOC 523	Women, Health, & Healing
POLS 515	Women and Politics in America
PHIL 595	Women and Religion in America
CRJS 548	Women, Sex Discrimination, and the Law

FORMS

The ODU Registration Form can be found at:

[WWW.ODU.EDU.webroot/orgs/AF/Reg/Registrar.nsf/files/regisdropadd.pdf/\\$file/regisdropadd.pdf](http://WWW.ODU.EDU.webroot/orgs/AF/Reg/Registrar.nsf/files/regisdropadd.pdf/$file/regisdropadd.pdf)

The Joint Graduate Program Registration Form for classes at NSU can be obtained from the GPD

The Application for Institutional Graduate Financial Assistance can be found by clicking "forms" on the following website:

http://al.odu.edu/al/about/res_faculty.shtml

Most Graduate Studies forms can be found at the following website:
WWW.ODU.EDU/AO/AFFAIRS/GRADUATESTUDIES/GRADFORMS.HTM

Evaluation of Internal/External Transfer Credits Form #1
Notice of Change of Status Form #2
Validation of Out-of-Date Graduate Credit Form #5
Thesis/Dissertation Acceptance and Processing Form # 6
Result of Master's Degree Examination or Requirement Form # 7
Thesis/Dissertation Delivery Form # 11
Thesis Advisory Committee Form # 20
Request for Change in Thesis Advisory Committee Form #21
Request for Permission to Take the Master's Examination Form # 23
Graduate Degree Application***
Program of Study***

*** Cannot be found on the web. Please see the Graduate Program Director for these forms.

APPENDIX A

Old Dominion University/Norfolk State University

Departmental Directories

Old Dominion University
Department of Sociology and Criminal Justice
Batten Arts and Letters Building (BAL)

	<u>OFFICE PHONE</u>	<u>ROOM</u>	<u>EMAIL</u>
CHAIR	Brian Payne	3-3935 739	bpayne@odu.edu
GRAD PROGRAM DIRECTOR:	Mona Danner	3-4041 724	mdanner@odu.edu
COMPUTER LAB	Gia Dyke	3-4330 720	
SECRETARY	L. King	3-3795 733	Lking@odu.edu
FAX NUMBER		3-5634 731	
CARMODY, D		3-3801 908	dcarmody@odu.edu
CHAPPELL, A		3-4041 738	achappell@odu.edu
DANNER, M.		3-5931 934	mdanner@odu.edu
GAINEY, R. (Research leave)		3-4794 930	rgainey@odu.edu
LOMBARDO, L.		3-3800 909	llombard@odu.edu
MONK-TURNER, L		3-3817 723	eturner@odu.edu
POLONKO, K.		3-3797 732	kpolonko@odu.edu
SMITH, D.		3-3815 915	dhsmith@odu.edu
SUMTER, M		3-3812 736	msumter@odu.edu
SUZARA, A		3-5099	suzara@odu.edu
THOMPSON, A		3-3810 734	rathompson@odu.edu
TIME, V.		3-4041 724	vtime@odu.edu
TRIPLETT, R (on leave)		3-3804 910	Rtriplett@odu.edu
WEGAR, K.		3-5327 714	kwegar@odu.edu
WHITAKER, I.		3-3811 725	iwhitake@odu.edu
WHITE, GARLAND		3-3818 913	gwhite@odu.edu
YANG, X.		3-3809 721	xyang@odu.edu

Norfolk State University
 Department of Sociology
 Brown Hall

	<u>PHONE</u>	<u>ROOM</u>	<u>EMAIL</u>
CHAIR: Judi Caron-Sheppard	823-8931	C-237	jsheppard@nsu.edu
GRADUATE PROGRAM DIRECTOR: (acting GPD Judi Caron-Sheppard)	823-8931	C-176	jsheppard@nsu.edu
SECRETARY: Ms. Floyd	823-8436	C-201	sifloyd@nsu.edu
FAX NUMBER	823-8167		
EULE, E	823-8436	C-245	eeeule@nsu.edu
FISCHER, M.	823-8015	VBC	mfischer@nsu.edu
HOLMES, B	823-8436	VBC	bholmes@nsu.edu
LANGLEY, C.	396-6806		ctlangley@nsu.edu
OKEREAFOEZEKE, N.	823-8852	VBC	nonso@nsu.edu